

Name and Gender Change Request Form

This form must be submitted by a parent to change a student's name and/or gender in the student's New York City Department of Education (NYCDOE) permanent records when there is no documentation of a legal name change and/or government ID indicating the updated gender. The term "parent," means the student's parent(s) or guardian(s), or any person(s) in a parental or custodial relationship to the student, or the student if they are an emancipated minor or 18 years of age. The student's permanent records include transcript, report card, and attendance records. These records are generated by NYCDOE's system of record, Automate the Schools (ATS).

Student ID Number _____

Updated Name _____

Updated Gender Male Female

By signing below, the parent and student understand that:

- Updating a name and/or gender in ATS and in these records is not a legal name change.
- A student's permanent records may be used in connection with obtaining services and benefits outside of the NYCDOE, such as Human Resources Administration in New York City or Free Application for Federal Student Aid on the federal level. A student's legal name may be required to be used in connection with receipt of these benefits and services. In the event that this happens, you can obtain a letter from the school to assist.
- The name that appears on the updated school records will be different from the legal name that may be required to apply for benefits and services outside the NYCDOE, and this mismatch may create delays or issues.
- All previous records generated by ATS prior to the date of this change will reflect the student's previous name and/or gender.
- The student's legal name and/or previously designated gender will be archived in the NYCDOE systems to enable records to be cross-referenced, while maintaining confidentiality.

By signing this form, we acknowledge that we have considered this information.

PARENT SIGNATURE

DATE

STUDENT SIGNATURE

DATE

PUPIL ACCOUNTING SECRETARY OR PRINCIPAL DESIGNEE SIGNATURE

DATE

PUPIL ACCOUNTING SECRETARY USE ONLY

Submitted _____

Entered _____